

Job description

Assessment Specialist – CLUSTER support

(Reference:20/HQ/ASGWC)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for an Assessment Specialist

Position: Assessment Specialist – Global WASH Cluster

Contract duration: Open-ended

Location: Geneva-based with up to 60% of missions

Starting Date: ASAP

POSITION PROFILE

Under the supervision of the Global WASH Cluster (GWC) Field Support Team (FST) Manager, the Assessment Specialist will support the GWC in improving and strengthening evidence-based humanitarian coordination. Specifically, the Assessment Specialist will be in charge of:

- Supporting national WASH coordination platforms in implementing sector-specific assessment activities
- Facilitating national WASH coordination platforms' participation in multi-sectorial assessment activities
- Strengthening assessment capacity of national WASH coordination platforms through capacity building
- Providing remote support to national WASH coordination platforms as requested
- Supporting the development of global WASH assessment policies, resources and tools

FUNCTIONS

1. IMPLEMENTATION OF SECTOR-SPECIFIC ASSESSMENTS

Supporting national WASH coordination platforms in the implementation of sector-specific assessment activities.

- Lead the assessment design, including the development of appropriate methodologies, indicators, tools and analytical frameworks.
- Plan and coordinate data collection, define coverage, rationalize partners' contributions to avoid overlapping, and make sure that data is collected within agreed deadlines.
- Ensure data quality meets highest standards by tracking data collection progress, as well as reviewing and cleaning data submitted by partner.
- Leading data analysis and output production, including drafting of assessment factsheets, reports and other information products.
- Support effective dissemination of assessment findings, by producing media contents, delivering presentations, organizing ad hoc PR events.
- Promote a broad participation of national coordination platforms' members at all the stages of the assessment process to create a broad sense of ownership.
- Manage assessment-related finance, logistics, administration and transparency (FLAT), in compliance with ACTED and IMPACT FLAT procedures.

2. FACILITATE MULTI-SECTORIAL ASSESSMENT ACTIVITIES

Facilitating national WASH coordination platforms' participation in multi-sectorial assessment activities.

- Map and follow up on relevant multi-sectorial assessments initiatives including MSNA, RRMP, DTM, and OCHA-led assessments, etc.
- Feedback on multi-sector indicators, methodologies, tools and analysis frameworks to make sure data collected by these initiatives is relevant and harmonized with sector-specific data collection exercises.
- Liaise with other relevant clusters, including WASH, Nutrition, Health, Education, Shelter and Protection to enhance synergies among assessment activities of the different clusters.
- Represent national coordination platforms at inter-sector assessment fora, including IM and assessment TWIGs, workshops and meetings.

3. STRENGTHEN ASSESSMENT CAPACITY OF PARTNERS

Strengthening assessment capacity of national WASH coordination platforms through capacity building

- Design, organize and deliver trainings and webinars on data collection to support the participation of partners in cluster-led assessment initiatives and facilitate the adoption of the clusters' methodologies and tools.
- Design, organize and deliver trainings and webinars on assessment design and implementation to transfer assessment skills and knowledge both to partners and national coordination platforms' staff.
- Track and disseminate assessment capacity building opportunities organized by other clusters/organizations.

4. PROVIDE REMOTE SUPPORT TO NATIONAL COORDINATION PLATFORMS

Provide remote support to national WASH coordination platforms to support their assessment activities:

- Provide technical advice on assessment design, including the review of methodology, indicators, tools and analysis frameworks.
- Support ad hoc analysis including implementation of Secondary Data Reviews (SDR) from data gathering to output production.
- Review and feedback on information products produced by REACH and other implementing partners.

5. DEVELOP GLOBAL TOOLS AND GUIDELINES

Supporting the development of global WASH assessment resources:

- Develop and review GWC toolkits, guidance, indicator/question banks and reference materials, etc. developed at global level to empower field assessment activities and mainstream best practices.
- Support inter-agency assessment initiatives, such as the Joint Inter-Sectoral Analysis Group, the WASH Severity Index, etc. providing technical input and representing the interest of the GWC.
- Stay abreast of new developments in humanitarian assessment, attend and represent the GWC at relevant assessment and IM fora.

REQUIREMENTS

Required:

- Master's degree in a relevant field (economics, statistics, data science, sociology, development / humanitarian studies, etc.).
- Minimum 3 years (5 preferred) of experience in assessment, information management, monitoring and evaluation, or operational research.
- Minimum 3 years (5 preferred) of field experience in complex humanitarian crises.
- Proven track record of successful implementation of humanitarian assessments.
- Familiarity with the humanitarian coordination architecture and mechanisms.
- Excellent leadership and supervisory skills, ability to motivate and empower colleagues.
- Fluent English and good command of another language (French, Spanish or Arabic).
- Willingness to travel up to 60% of the time and with very short (72 hours) notice to crisis affected areas.
- Resilience to stress and ability to work under difficult conditions.
- Computer skills, including Excel and InDesign.

Desired:

- A good understanding of the humanitarian policy environment including latest assessment policies and standards.
- Experience in liaison with a broad range of stakeholders, ability to build relationships and networks with international donors, UN agencies and INGOs, national authorities, national/local partner agencies and affected communities.
- Excellent training, coaching and mentoring skills.
- Computer skills, including R and STATA.